

TIP SHEET

C-REQUEST 8.2 @ U.S. Department of Commerce (11/26/07)

HOW TO REVIEW AND APPROVE A REQUISITION USING C-REQUEST

From the IN-BOX Click on the requisition that you wish to review and approve.

Comprizon Request User Inbox Management User: System (Train) Administ
Version: 8.2 SP5 Sc

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User Inbox Menu

- Actions**
 - Review
- Other Systems**
 - C.Award

Search Criteria

Review List:
 From:
 Route Type:
 Filter Criteria:

» Search

Displaying 1 - 3

Mark	Document Number	Agent Name	Date	Time	Priority	Approval View Required Only	New	Description	Cor
<input type="checkbox"/>	Information Technology Service	System (Train) Administrator	10/30/2007	12:20:32	N	A	N	Y	Requisition
<input type="checkbox"/>	Information Technology Service	Student Eight	10/30/2007	12:20:34	N	A	N	Y	Requisition
<input type="checkbox"/>	CACI supplemental Request	System (Train) Administrator	10/30/2007	12:37:13	N	A	N	Y	Requisition

— CACI Supplemental

Once you have click on the requisition, look at the column to your left, Click on the ADMIN button

Comprizon Request Requisition Administration User: System (Train) Admi
Version: 8.2 SP5

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 - Store in BizDoc
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Administration

Purchase For: US DEPARTMENT OF COMMERCE TA 000001 Marcus Goodman 202-432-3241
 Delivery Date: 01/30/2008
 Point of Contact: System (Train) Administrator
 Purpose: Exercise Option Year One to CACI contract for Information Technology Services
 Document Status: Submitted
 Procurement Status: Open-Assign

Account Summary

Number of Codes Assigned to Line Items:	1	Number of Default Codes:	1
Percent Allocated:	100.00%	Total Default Percentage:	100%
Total Quantity Allocated:	10400		
Total Cost Allocated:	\$621,940.80		
Base Cost Allocated:	\$0.00		
Option Cost Allocated:	\$621,940.80		
ADN:	Not Assigned		
Commitment:	Approved Response, Posted: 10/30/2007 12:26:12, Amount: \$0.00		

Line Item

Number of Line Items:	4			
Total Cost:	\$621,940.80	Base Amount:	\$0.00	Option Amount: \$6

The following TABS will appear. Admin, Funding , Address.

Review all tabs for accuracy, Change information as needed.

ADMINISTRATIVE DATA

Date: defaults to today's date

Requisitioning Office: insert-requisitioning office

POC: Insert COR's name

POC Phone: COR's telephone number

Requisition Form: select standard

Project ID: Leave Blank or enter the appropriate Project ID number

Department: Leave Blank

Delivery Date: Start date which should be the Sunday at the start of a pay period.

FSC: R497 (which is the code for personal services contracts)

Purpose: Insert the purpose of the contract; e.g., contractor period of performance for one year at the GS

(or FS) X step X

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Comprizon Request

Document: AAB0178-8-50226 | Information Technology Service
Requisition Administration

User: System (Train) Admin
Version: 8.2 SP5

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* = Required

Administration	Funding	Addresses	
* Requisition Number:	AAB0178-8-50226	* Requisition Name:	Information Technology Se
* Requisition Date:	10/30/2007	* Form:	Standard Req
* Delivery Date:	01/30/2008	* Requesting Office:	CSTARS
* Point of Contact:	System (Train) Administrator	* POC Phone:	202-485-5698
Requisition Dept:			
FSC Code:	D307		
* Purpose:	Exercise Option Year One to CACI contract for Information Technology Services		
Contract Number:	SA130108CQ0001	Delivery Order Number:	
Suggested Vendor:	00000005		
Vendor Name:	Deena's Other Pet Shop		

FUNDING

Cursor Position: fill in fiscal data (commonly used funding strings are recorded in the program and can be

Selected in the drop down box)

Budget Object Code: Leave Blank

Subject to Availability of Funds: select if appropriate

Fund Code: Leave Blank

Authorized by: Requisitioning office's Division Director

Funds Certified by: Leave blank. RMO/F will complete when they receive the PR

Estimated Amount: Enter the total amount for all line items.

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Comprizon.Request

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Requisition Administration

User: Sys

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 - Add to Hotlist

Administration Funding Addresses

Funding Information

Authorization

Authorized By:	Allen Winokur
Funds Certified By:	FUNDS CERTIFIER

ADDRESSES

Purchase for: Enter code for requisitioning office

Deliver to: Enter code for office where PSC will work

Ultimate Destination: Enter code for office where PSC will work

Contracting officer: Select the Address code of 17

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 - Review and Approval
- Financial**

Administration
Funding
Addresses

* = Required F

*** Purchase For:** 000001
US DEPARTMENT OF COMMERCE TA
1401 CONSTITUTION AVENUE NW
WASHINGTON DC 20230
POC: Marcus Goodman
Phone: 202-432-3241

*** Deliver To:** 000001
US DEPARTMENT OF COMMERCE TA
1401 CONSTITUTION AVENUE NW
WASHINGTON DC 20230
POC: Marcus Goodman
Phone: 202-432-3241

Ultimate Destination: 000001
US DEPARTMENT OF COMMERCE TA
1401 CONSTITUTION AVENUE NW
WASHINGTON DC 20230
POC: Marcus Goodman
Phone: 202-432-3241

*** Contracting Office:** 000001
US DEPARTMENT OF COMMERCE TA
1401 CONSTITUTION AVENUE NW
WASHINGTON DC 20230
POC: Marcus Goodman
Phone: 202-432-3241

Requisition Line Item Management

Let's go to the Line Item management window, to do this you will need to click on Line Item, which is located on the menu to the left.

Now you are at the Line Item Management window, Click the SEARCH button to review the line item for accuracy, change information as needed.

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Requisition Line Item Management

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Search Criteria

Filter on:

» Search

» Mark All
» Unmark All

View Line Item Totals

Mark	LI #	Description	Qty	UI	Cost	Option	Pricing	Display
<input type="checkbox"/>	1001	Web Designer...	2,080.00	HR	76.80	Option Period	N/A	C A
<input type="checkbox"/>	1002	System Admin...	2,080.00	HR	52.01	Option Period	N/A	C A
<input type="checkbox"/>	1003	Technical Trainer...	4,160.00	HR	35.10	Option Period	N/A	C A
<input type="checkbox"/>	1004	Network Administrator...	2,080.00	HR	100.00	Option Period	N/A	C A

Display

Item Number: sequential number starting with 0001

Quantity: e.g., 2080 for full time employees

Unit of Issue: e.g., HR=hour, DA=day, OT=overtime hour, EA=each, LO=lot

Unit Cost: e.g. hourly salary rates, overtime rate

FSC: (If you filled this in on the admin screen, it will default to all line items. R497 is the code for PSCs)

Stock Item No.: Leave Blank for PSCs

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Requisition Line Item Detail

* = Required Field

Requisition Line Item Detail Menu

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Administration Address Option

* Line Item No: 1001

* Qty: 2080

* UI: HR

* Cost: 76.8

Total Cost: \$ 159,744.

Header: Option Year One

* Description: Web Designer

FSC Code: D307

FSC Description: AUTOMATED INFORMATION SYSTEM DESIGN & INTEGRATION SERVICES

Not Separately Priced: N

Stock Item:

Prior Year: N

Modification LI Action:

Description: Choose description and complete. See line item description used in SAMPLE below

Description: Choose description for **line item 0001 only** and complete at least the following:

The Contractor shall serve as a *(position title)* in the *(office)* for the period *(start date which would be the Sunday starting a pay period)* through *(ending date which will probably be the Saturday ending a pay period)* as a GS (or FS) X, step x.
The Contractor's service computation date is *(date)*. Enter NEW HIRE information as follows:

NAME: Daryl Corley
ADDRESS: 3327 Chauncey Place 102
Mt. Rainier, MD 20712
PHONE: (703)222-2223 WK, (301) 888-8888 HM

DESCRIPTION: Choose description and complete.

SAMPLE LINE ITEMS FOR PSC CONTRACTS (Domestic and Overseas)

Item No.	Description	Quantity	Unit	Unit Price	Amount
0001	Salary	2080	HR	25.00	52,000.00
0002	Overtime, Not to Exceed xx		HR	xx.xx	xxx.xx
0003	Sunday Premium Paymentxx		HR	xx.xx	xxx.xx
0004	Danger Pay, Not to Exceedxx		HR	xx.xx	xxx.xx
0005	Post Differential	xx	HR	xx.xx	xxx.xx
0006	Post Allowance	xx	HR	xx.xx	xxx.xx
0007	Awards (if applicable)	1	LO	500.00	500.00
0008	Social Security (OASDI)	1	LO	xxxxx.xx	xxxxxx.xx
	(Government contribution—not Payable to contractor)				
0009	Medicare	1	LO	xxx.xx	xxx.xx
	(Government contribution—not Payable to contractor)				
TOTAL ESTIMATED BUDGET					xxxxxx.xx

NOTES:

CLIN 0008: Social Security is calculated at 6.2% of the first \$68,400 for calendar year 1998. No further withholdings are taken after salary payments reach the ceiling amount.

CLIN 0009: Medicare is calculated at 1.45% of all salary payments for calendar year 1998.

Supporting Documents

If you would like to add Supporting Documents to the requisition, please go back to the Summary screen, to view the Summary of your requisition. Once you are at this screen please select Supporting Documents.

The screenshot shows the 'Support Document Management' interface. At the top, there is a navigation bar with links: Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. Below this, the document ID 'AABB0178-8-50274' and the user 'Inez Test' are displayed. The page title is 'Support Document Management'. On the left, there is a 'Support Document Menu' with sections: Actions (Create, Delete, Set Final, Set Draft), System Options (Summary), and Other Systems (C.Award). The 'Create' option is highlighted. The main area contains a 'Search Criteria' section with dropdowns for Group Names and Document Names, and a text input for Filter on. A '» Search' button is present. Below the search criteria is a table with columns: Mark, Document Title, Attached On, Last Modified, and File Name/Location. The table is currently empty, displaying the message 'No Support Document records found that meet the search / filter criteria'. Navigation buttons (back, forward, etc.) are visible above and below the table.

CREATE SUPPORTING DOCUMENTATION

From the Support Document Management Window, Click on Create and complete the fields. (Make sure you complete the required fields) Once you have complete the fields, click on “SAVE” to save the supporting document, or “NEXT” to add another document to the requisition. Go back to the “Summary” screen.

The screenshot shows the 'Support Document Detail' interface. At the top, there is a navigation bar with links: Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. Below this, the document ID 'AABB0178-8-50274' and the user 'Inez Test' are displayed. The page title is 'Support Document Detail'. On the left, there is a 'Support Document Detail Menu' with sections: System Options (Support Document Management, Summary) and Other Systems (C.Award). The 'Support Document Management' option is highlighted. The main area contains a 'Document Information' section with fields: * Title (required), Group Name (dropdown), and Description/Comments (text area). Below the description field, it says 'You have 100 characters remaining for your input.' There are also fields for Attached On, Last Modified (11/26/2007), and Attached For (REQUISITION). Below these, there are checkboxes for 'Current Version of the Statement of Work (SOW)' and 'Include in procurement package to be delivered to Vendor'. The 'Related Dates' section has fields for Created On, Received On, and Effective On, each with a calendar icon.

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Review Document

User: Student
Version: 8.2 SP5

Routing Menu

Options

Other Systems

* = Required Field

Document Number: AABB0178-8-50275
Document Name: This SHOULD Work Inez
Approve: ☒
Disapprove: ☐
Forward Responsibility: ☐
To Reviewer:
* Signature:

Approved!!!!!!

Comments:

Once this has been completed the status for the requisition under "Review and Approval" will change to "APPROVED" on the "Summary" screen.

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Document: AABB0178-8-50275 | This SHOULD Work Inez

User: System (Train) Administrator
Version: 8.2 SP5

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View in BizDoc

Cancel

Copy

Delete

Submit

ADN: Not Assigned

No Financial Transaction Information.

Line Item

Number of Line Items: 2
Total Cost: \$157,830.40 Base Amount: \$74,110.40 Option Amount: \$83,719.40

Notes

No Notes

Project

Review and Approval

Status: Approved

Last Reviewed: Student One

Review Time: 11/20/2007 14:01:17